

HIMANI BHATT

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SUMMARY

Detail-oriented professional with 2+ years of experience in office support, data management, and client communication. Skilled in maintaining accurate documentation, coordinating office operations, and supporting teams with efficiency. Strong organizational, multitasking, and communication abilities, with proven capability to deliver results in fast-paced environments.

WORK EXPERIENCE

Research Analyst – Secret Watch Detectives Pvt. Ltd

Feb 2023 – Dec 2024

- Collected, verified, and managed 150+ digital records and evidence pieces for internal databases.
- Maintained confidential files for 50+ projects, ensuring secure documentation and retrieval.
- Prepared 50+ accurate reports and provided weekly updates to senior management.
- Coordinated multiple assignments simultaneously, ensuring 100% on-time completion.
- Assisted in team coordination, scheduling, and email communication for projects updates.

Telemarketing Executive – Silaris Information Pvt. Ltd

Nov 2021 - Apr 2022

- Handled 250+ client calls daily, recording and updating customer details accurately.
- Generated and managed lead data for 500+ clients monthly, ensuring correctness and completeness.
- Converted 40% of qualified leads into successful sales through clear communication.
- Maintained structured call logs and prepared daily reports for the sales team.
- Generated 30+ high-quality leads weekly through proactive cold calling, reaching 500+ potential clients monthly.

EDUCATION

- **Graduation - BA Programme** **2023**
School of Open Learning – University of Delhi
 - **10+2 (Intermediate)** **2019**
CBSE Board
 - **10th (High school)** **2017**
CBSE Board
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SKILLS

Office & Data Skills: Data Entry | Record Management | MS Word & Excel | Email | Documentation

Core Competencies: Accuracy & Attention to Detail | Communication | Multitasking | Time Management | Client Handling | Team Coordination